**B. Voc- Hospitality & Tourism (L-4)**

**On the Job Training (OJT) – 1st Semester**

**Job Role- Front Office Associate**

After the completion of first semester, B. Voc Hospitality & Tourism(H&T) , students undergoes one month local OJT at 4 Hotels in Shimla. The OJT took place from 1st December 2022 to 1st Janurary 2023. Total 22 students enrolled in OJT. Details are given below:-

* Hotel Radisson Jass- 9 Students

OJT done under supervision of Miss. Reetika HR manager.

* Hotel Combermere- 4 students

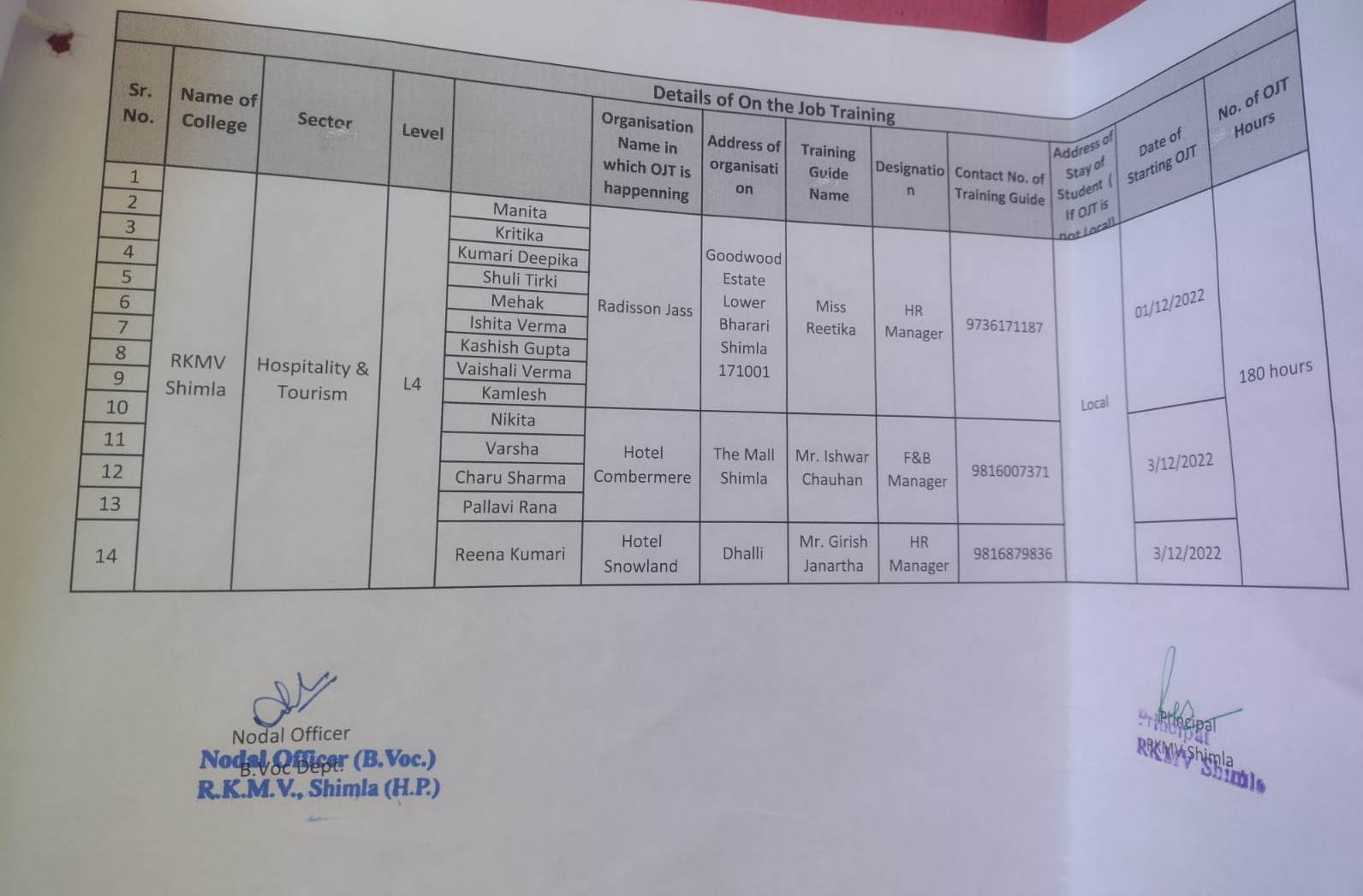
OJT done under supervision of Mr. Ishwar Chauhan HR manager.

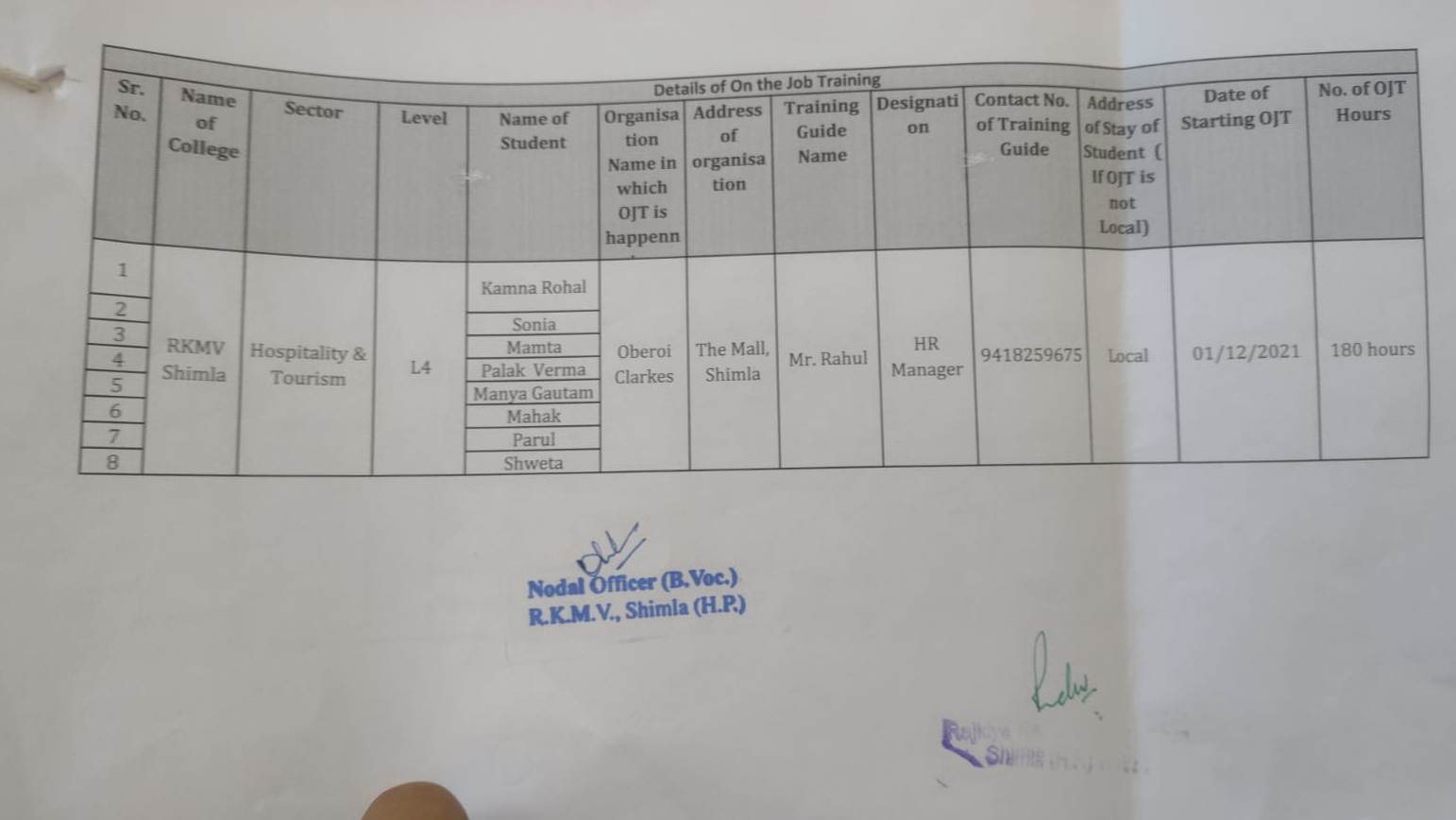
* Hotel Oberio Clarkes- 8 students

OJT done under supervision of Mr. Rahul HR manager.

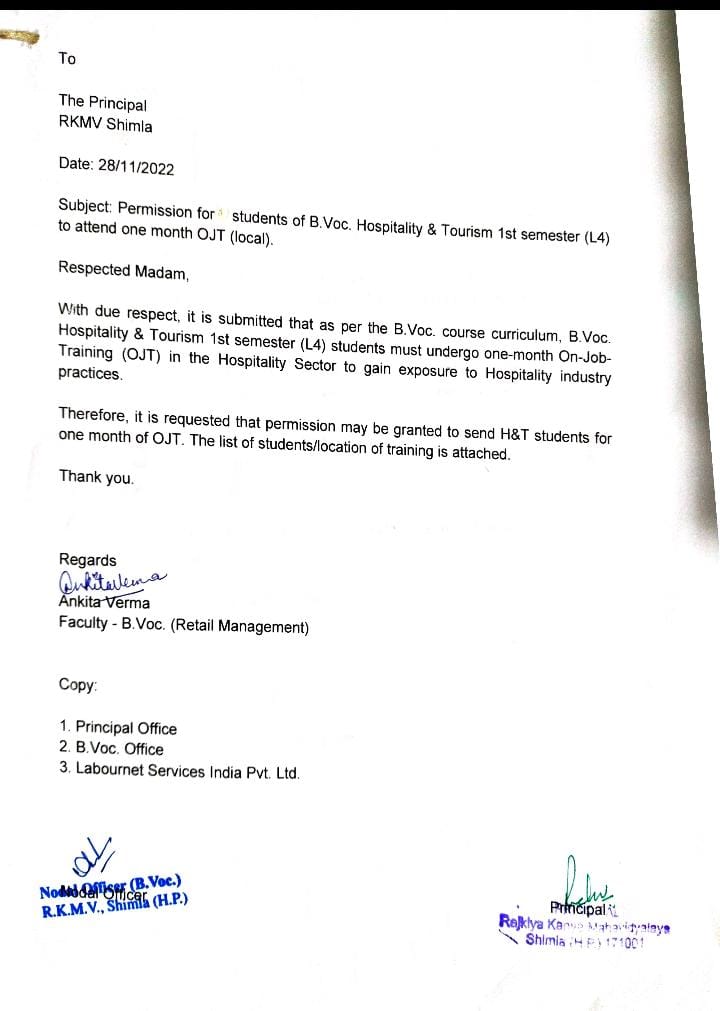
* Hotel Snow land- 1 Students

OJT done under supervision of Mr. Girish Janartha HR manager.





**OJT Approval Level -4**



**OBJECTIVE OF OJT**

The Objective of this OJT was to enhance students Industrial exposure so that students can acquire first hand experience of a Hospitality Industry.

It will increase the practical knowledge of the students which they will perform during their OJT period

By the end of the OJT Students learnt these all things:-

* Knowledge of different departments of the Hotel Indusrty.
* Greeting guest as per the time.
* Knowledge of different softwares used in hospitality Industry.
* Students also learned the grooming standards which is followed in Hotels.
* Handling Guest Complaints
* Maintaining par Stock in every department.
* Reporting discrepancies and problems to their supervisor
* Learned Check in & Check out process by following all SOP’S
* Learned how to handle reservation queries.
* Learned how to take orders & how to resolve queries.

**PHOTOS OF STUDENTS DURING ON THE JOB TRAINING IN HOTELS**

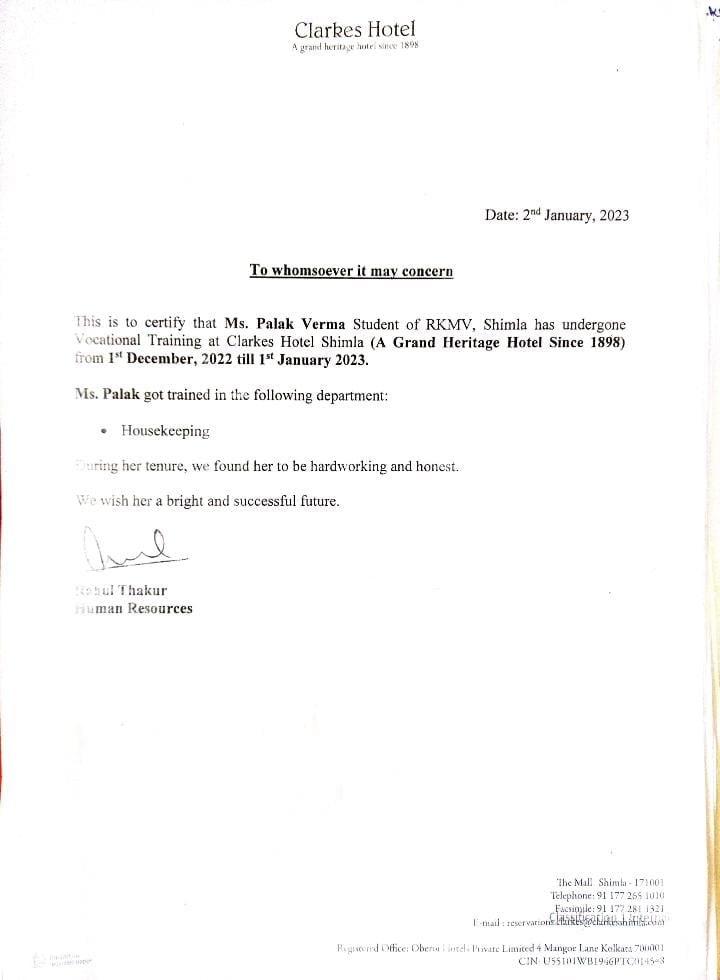
 

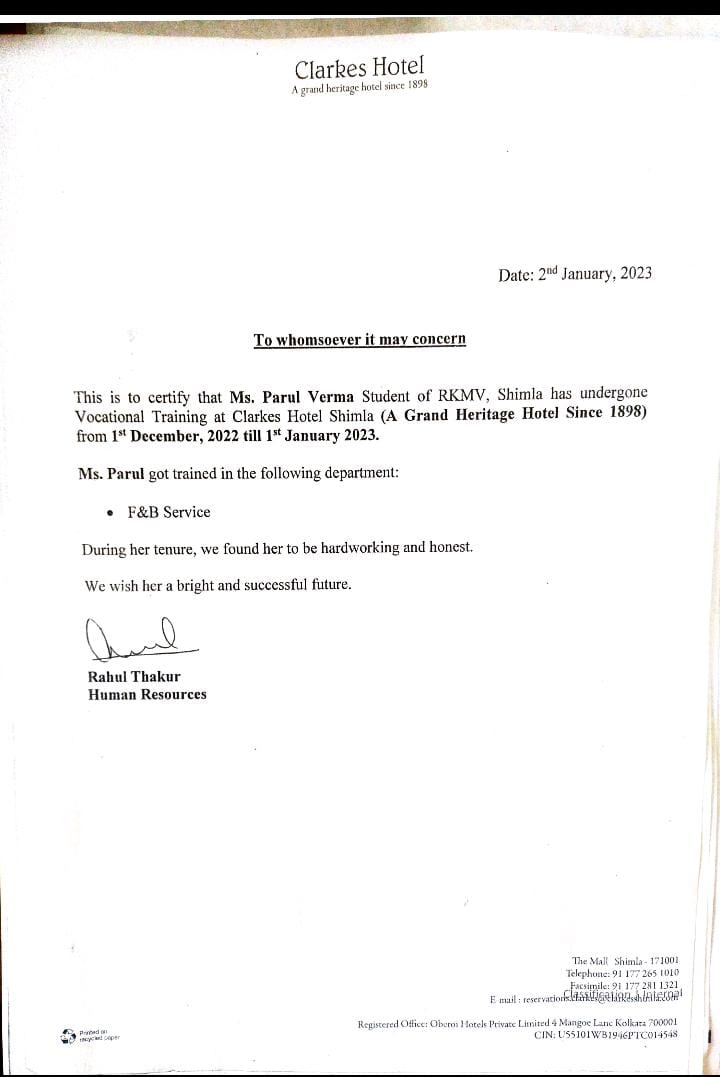


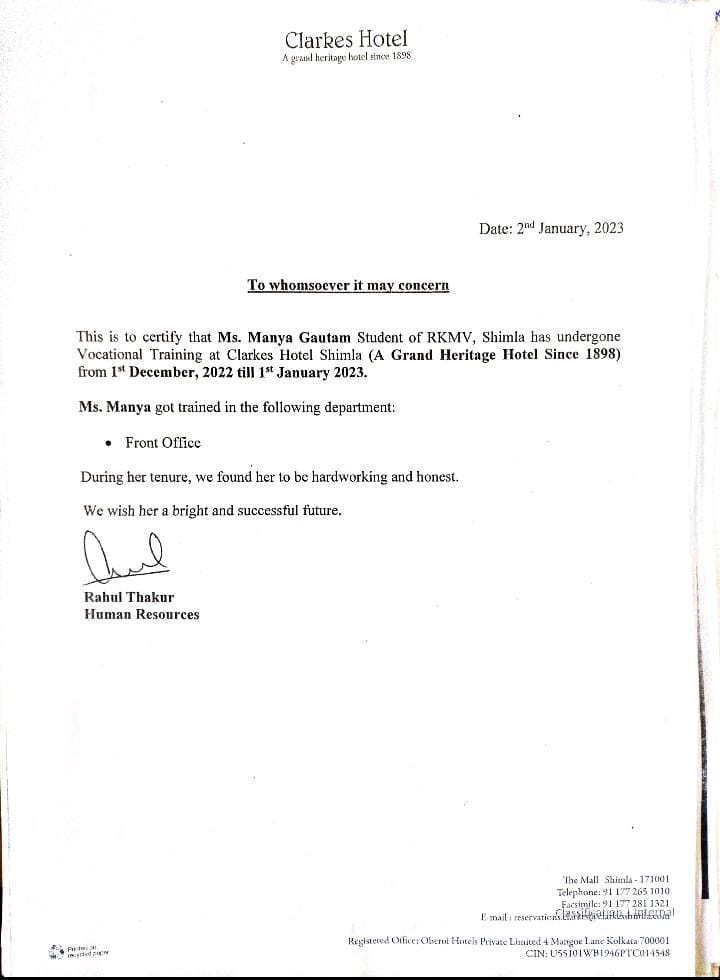


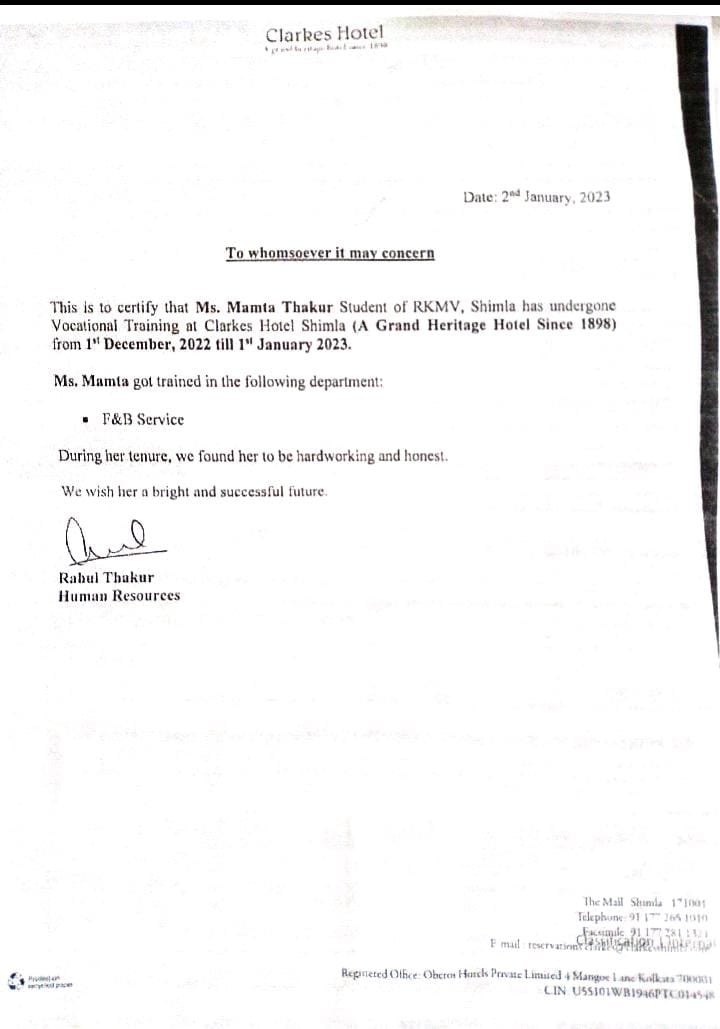


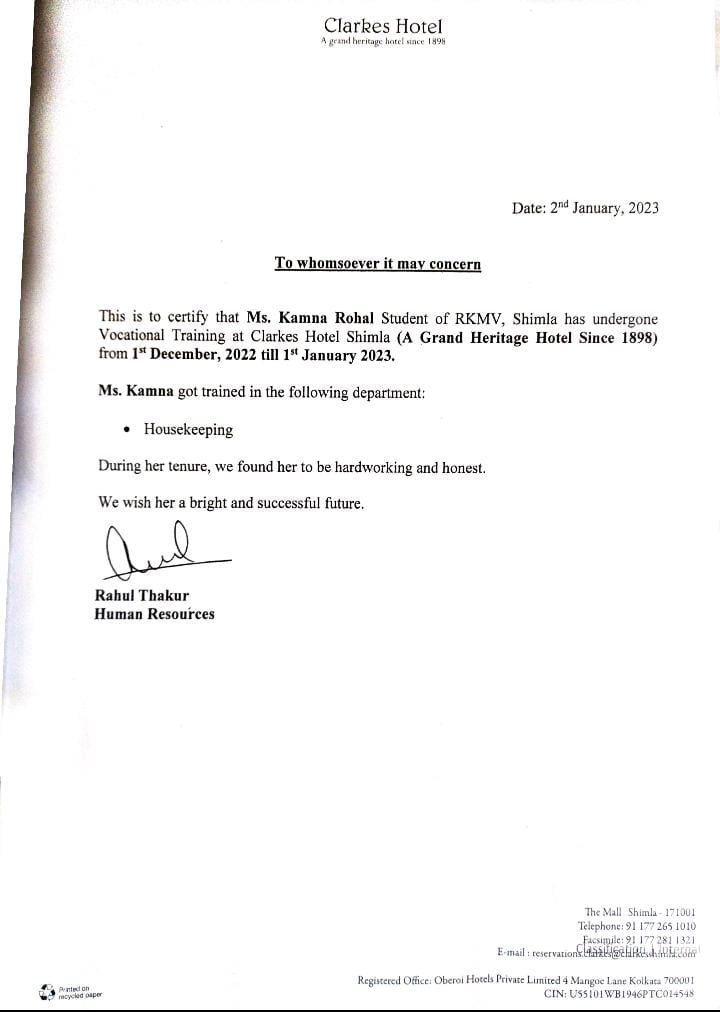
**CERTIICATES OF STUDENTS**

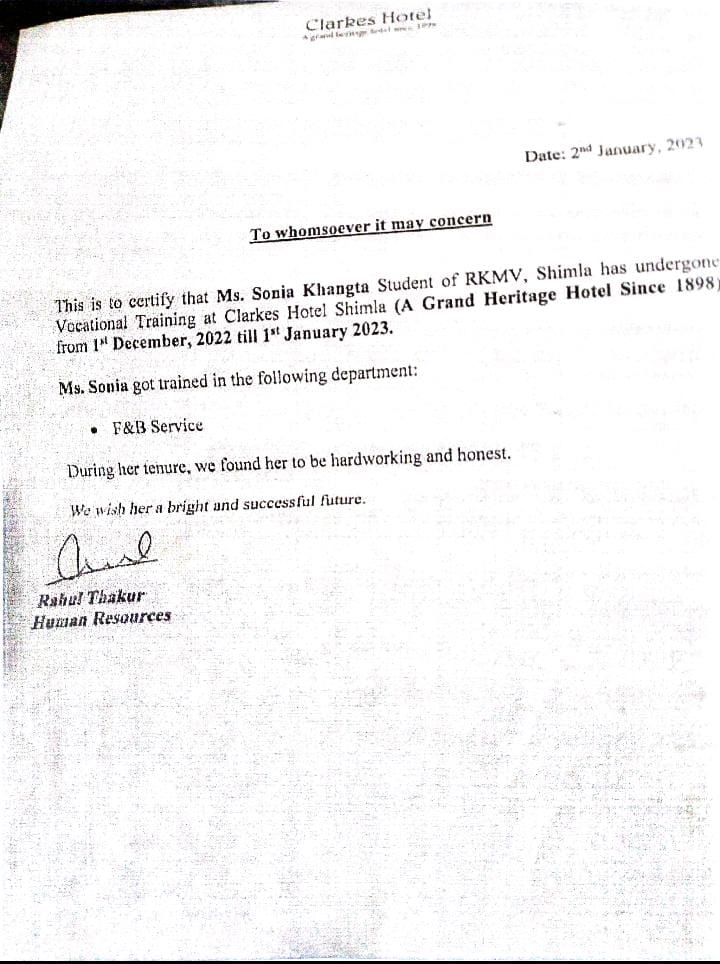
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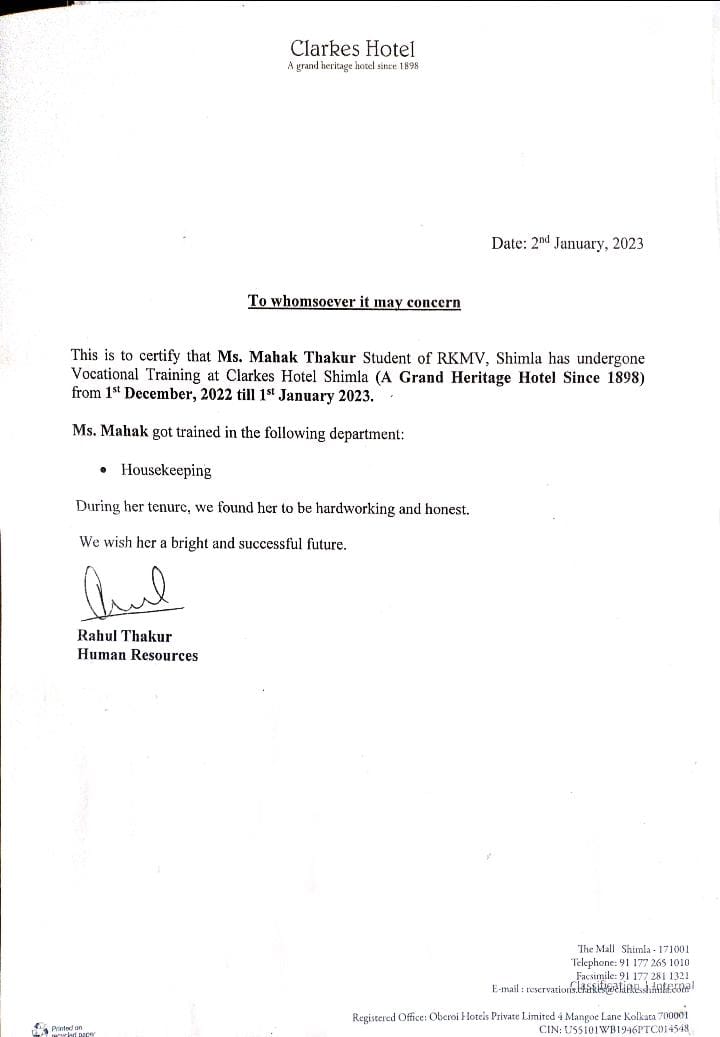
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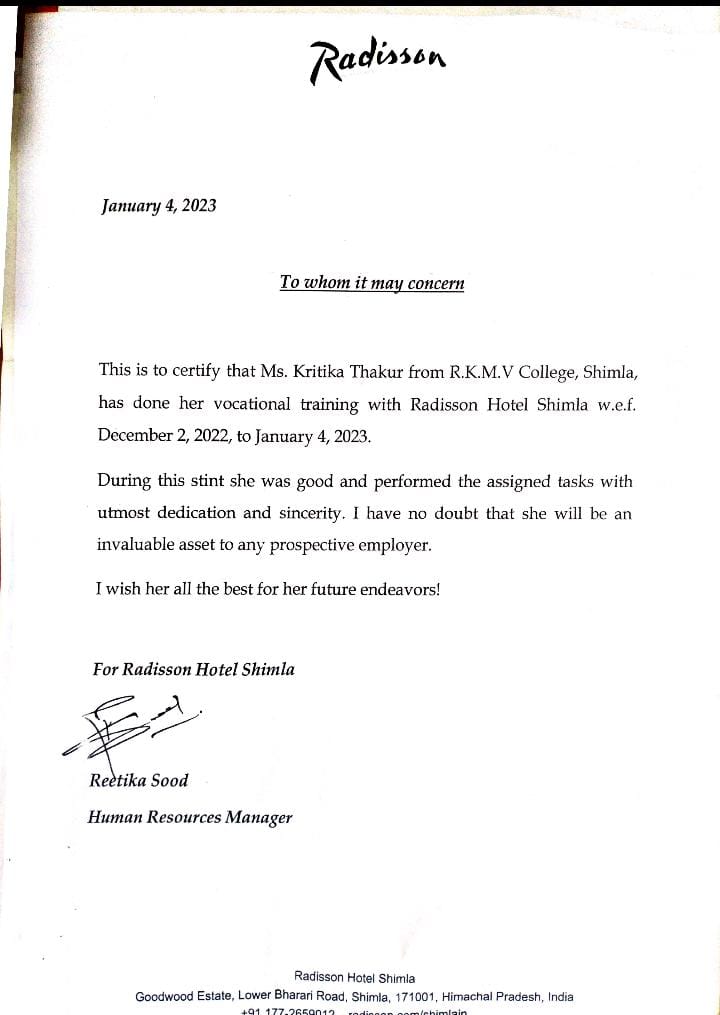
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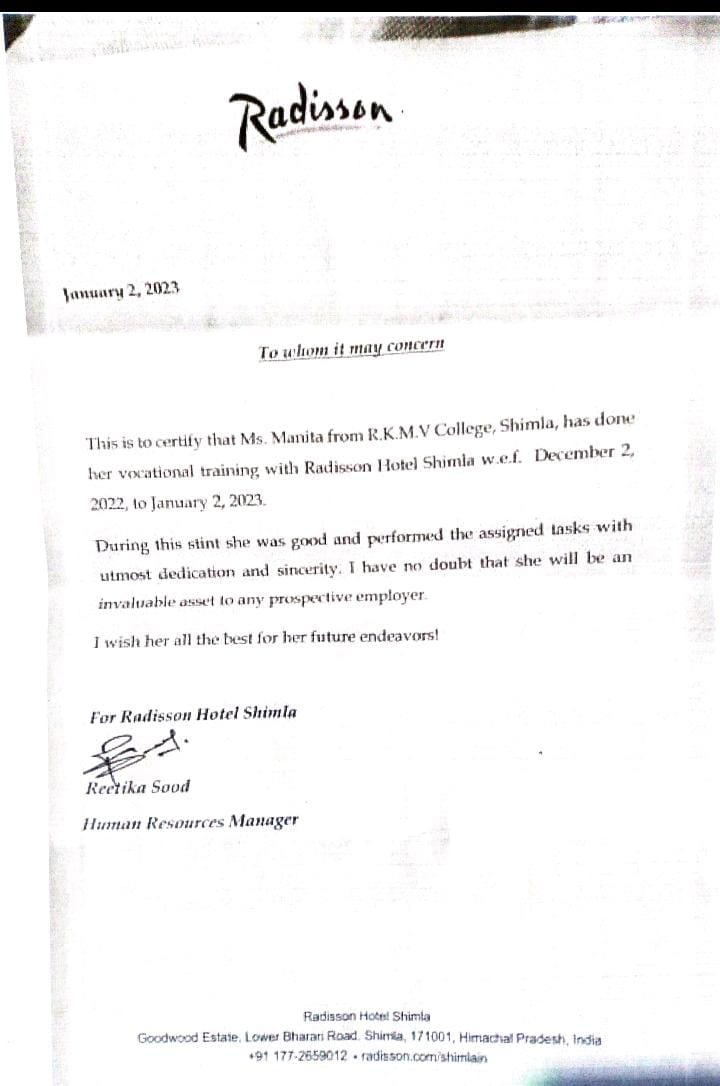
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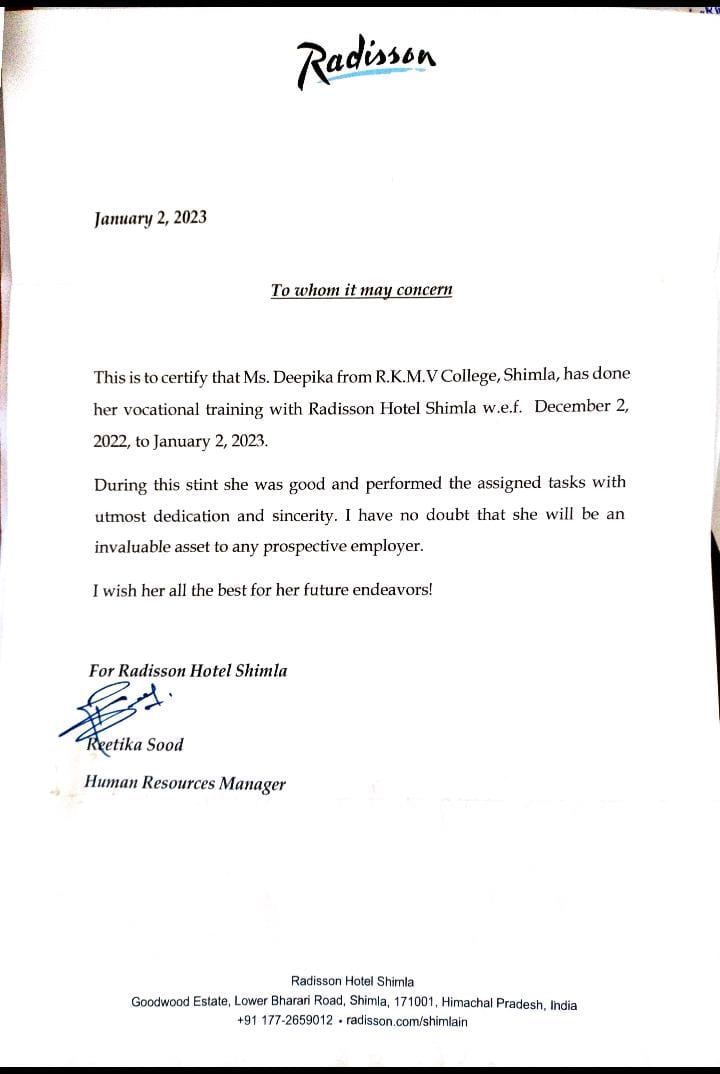
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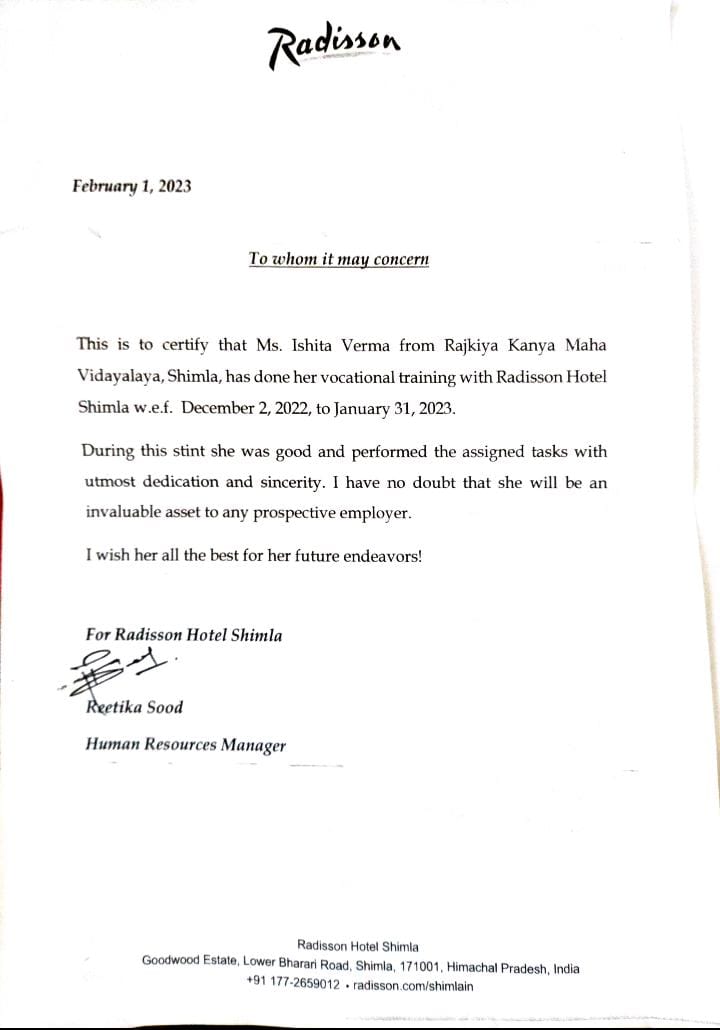
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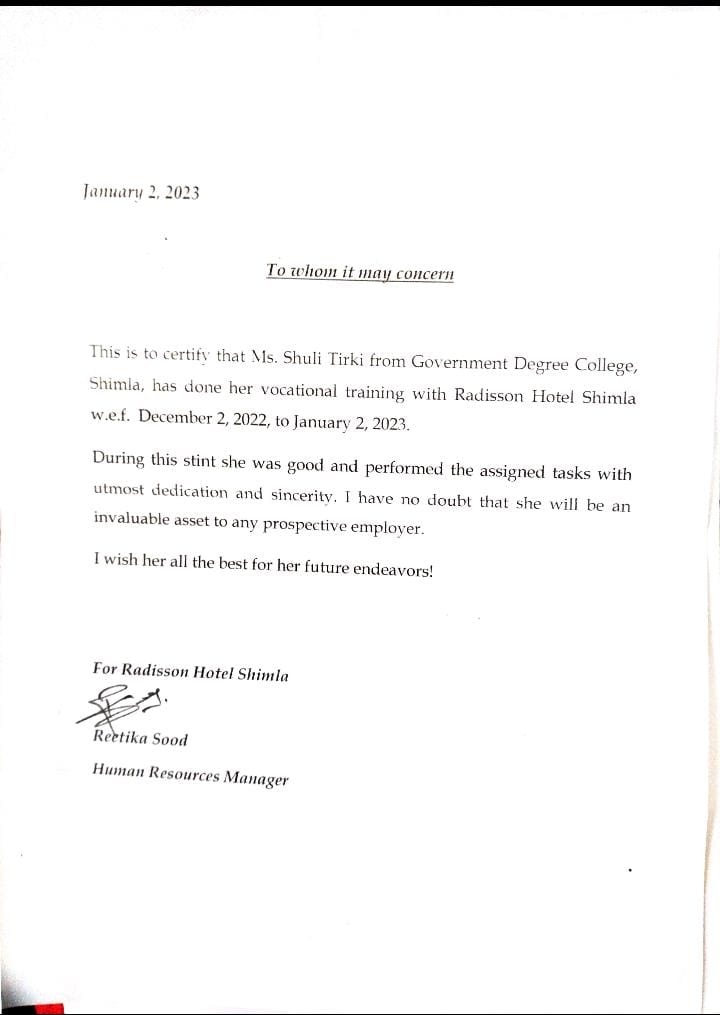
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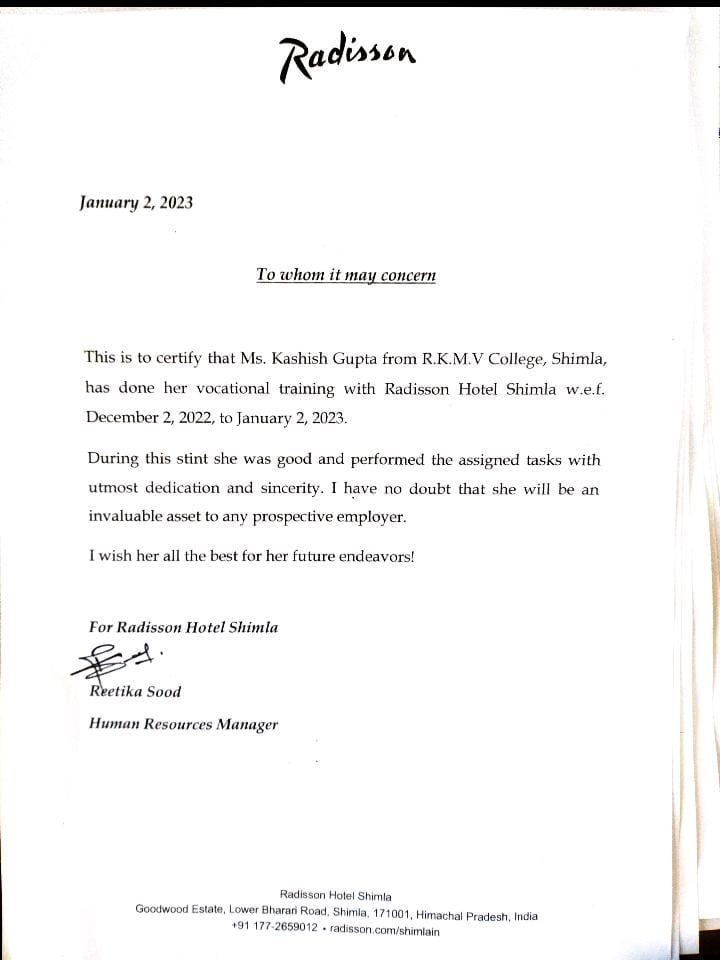
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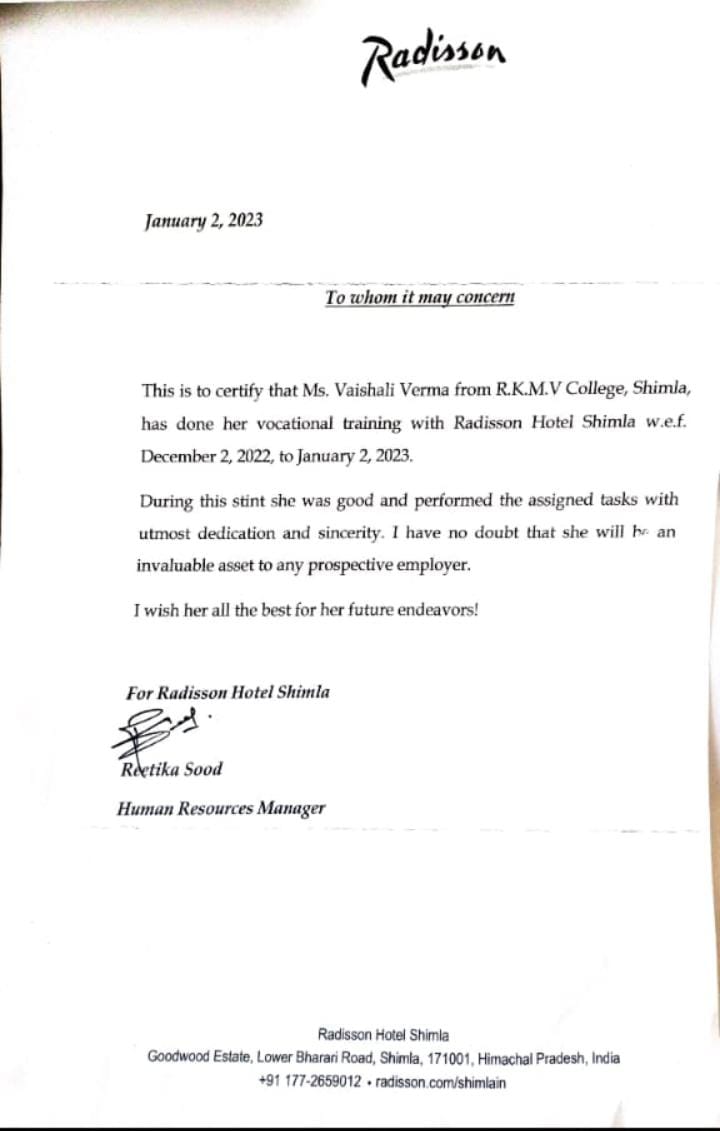
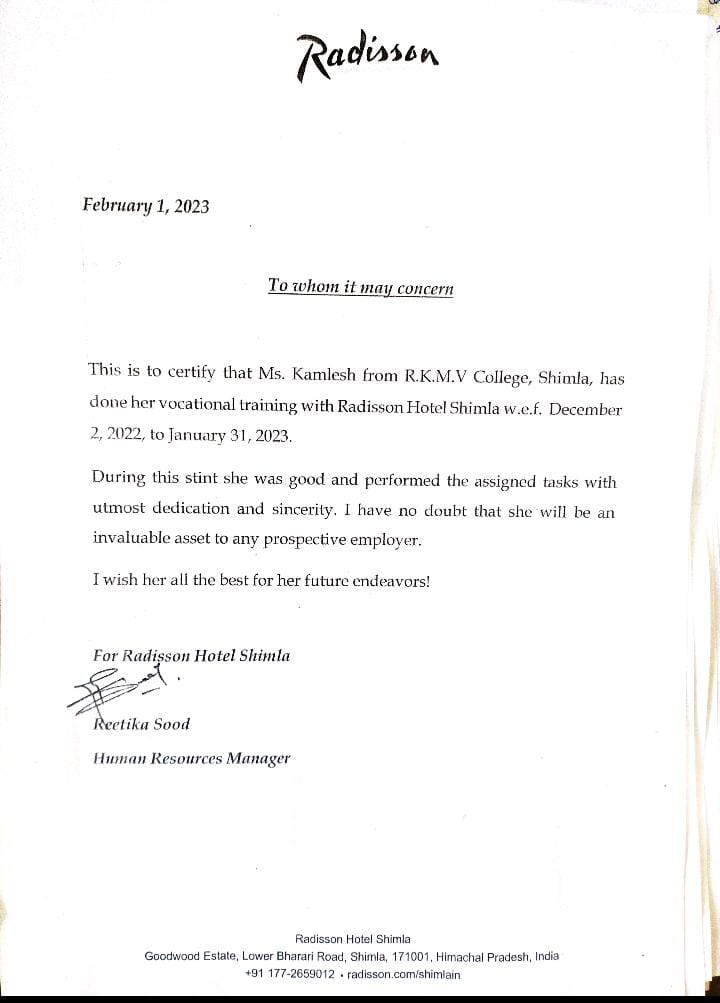
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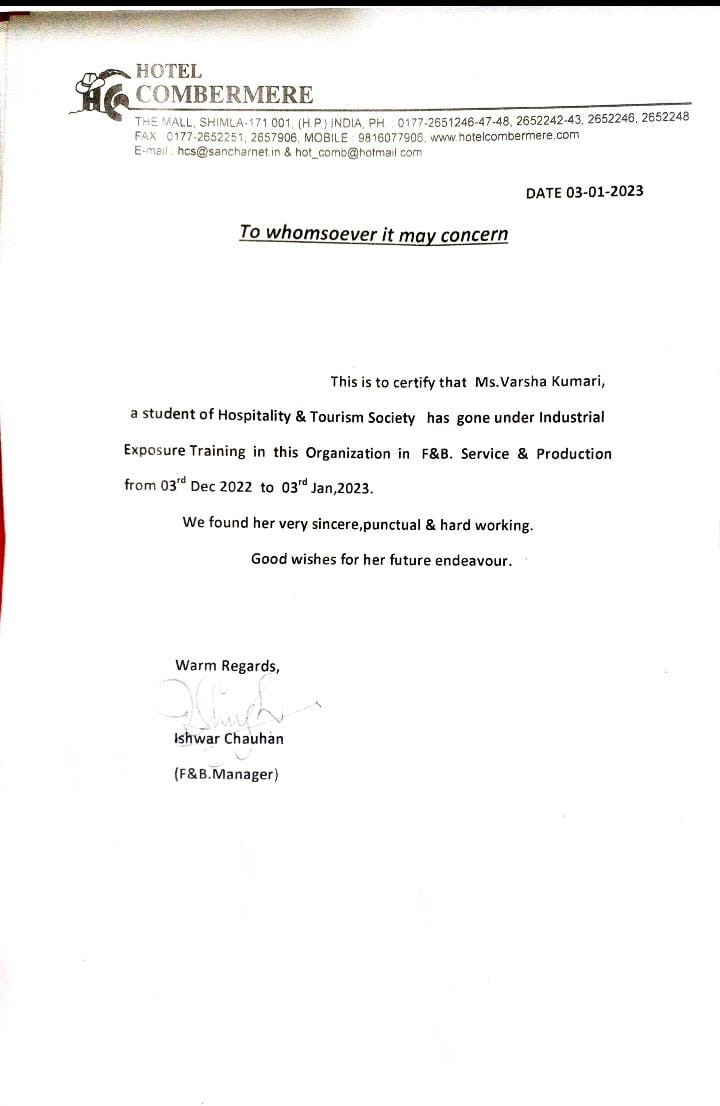
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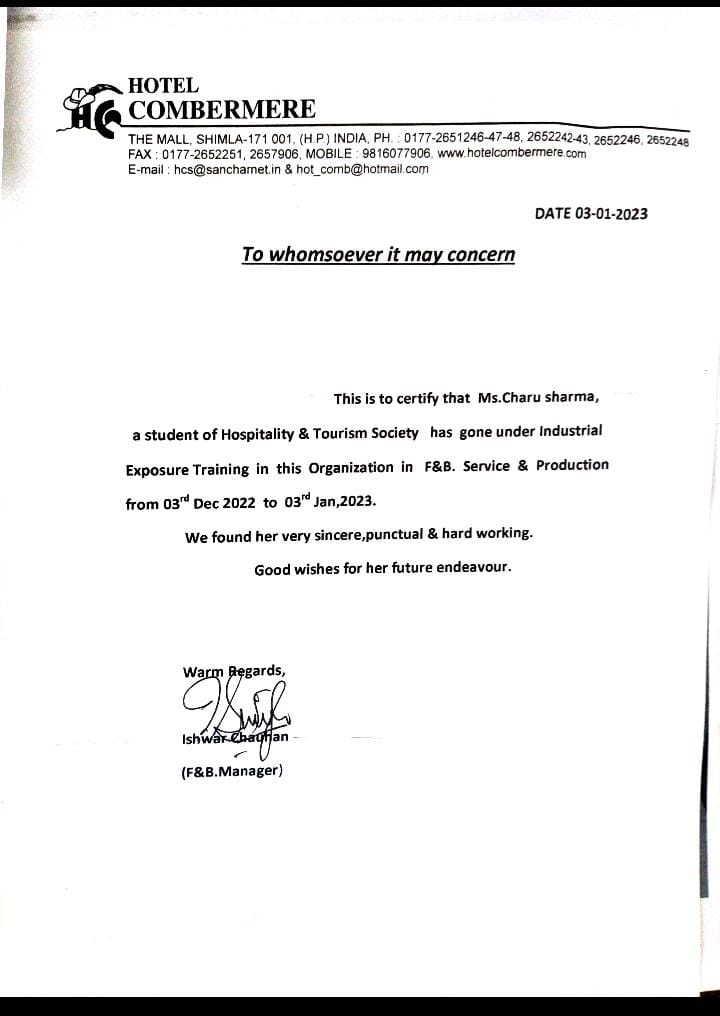
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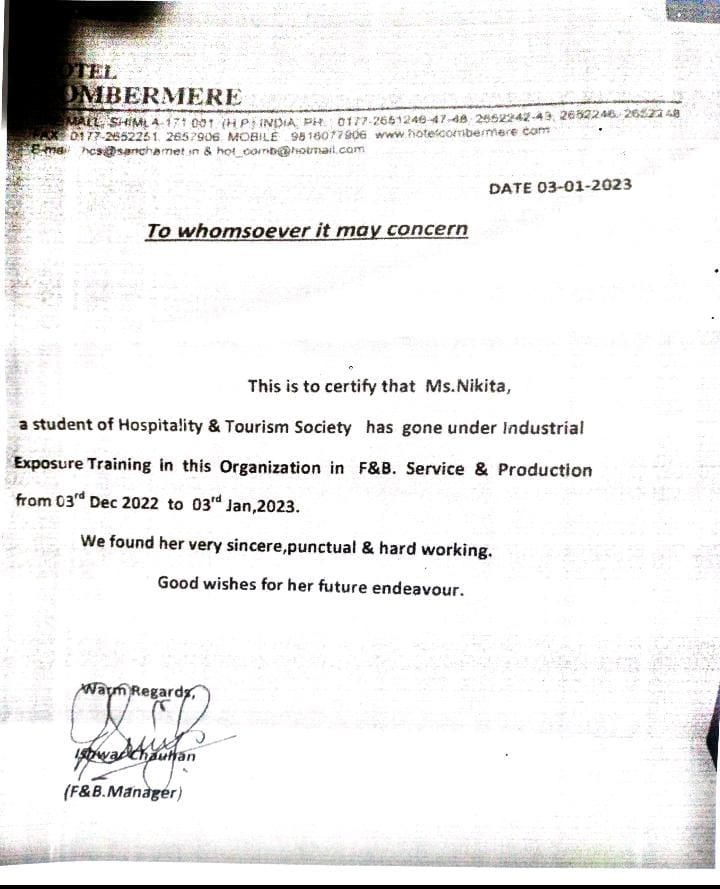
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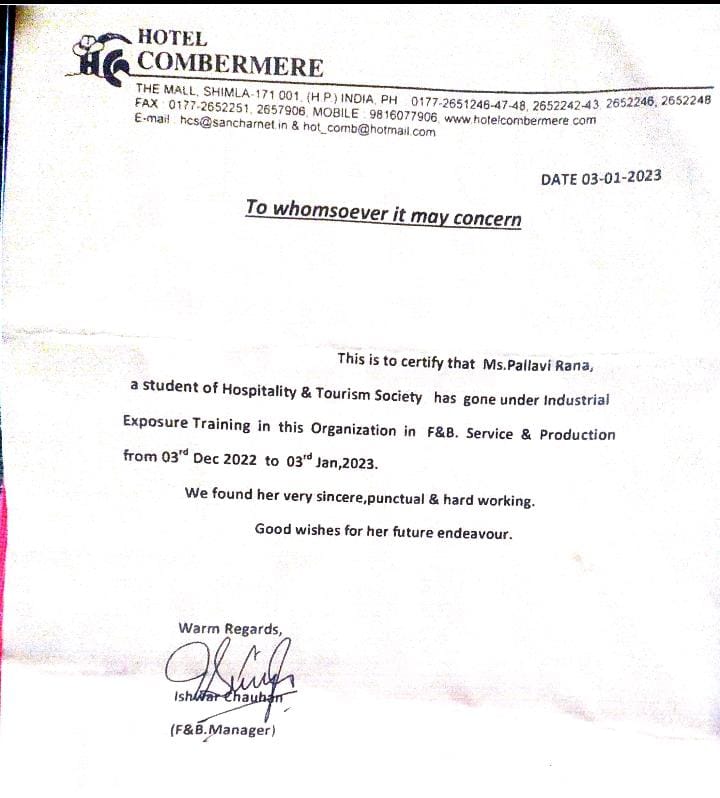
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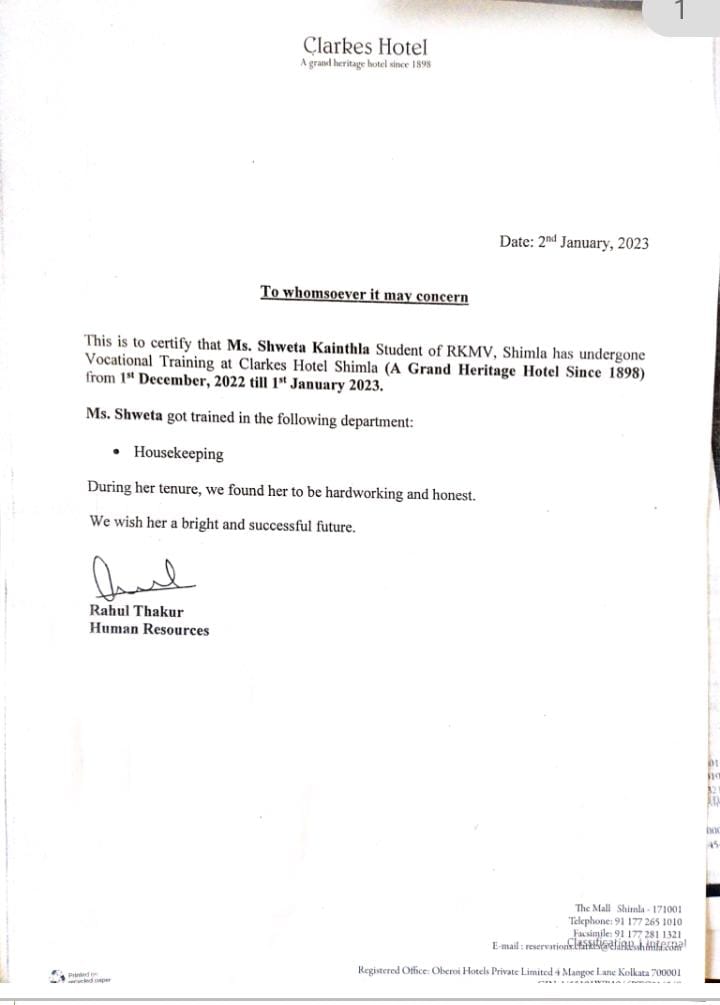
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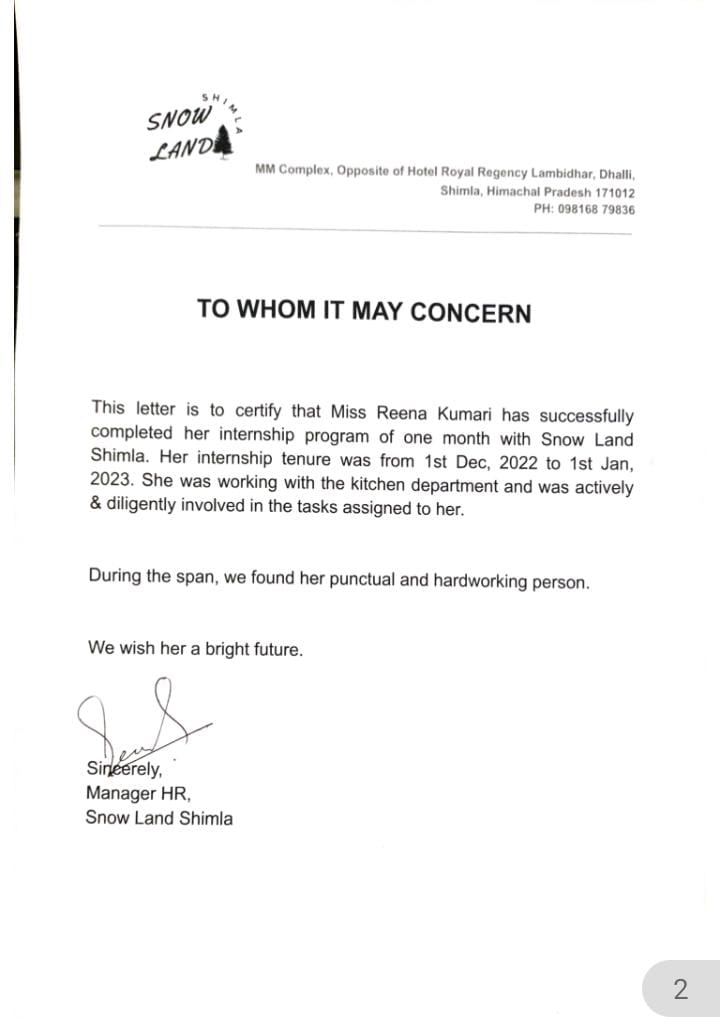
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